

JOB DESCRIPTION (DB/TR)

Job Description: Support Worker
Responsibility to: Case Manager – Thamara Raju

23 Blackwell Business Park
Blackwell
Shipston on Stour
Warwickshire
CV36 4PE

Tel: 01608 682522

Job Summary:

To work with a 27 year old young woman who has an acquired brain injury, supporting her within her own home and the community. An individual who is organised, confident, enthusiastic and positive, with excellent communication skills and ability to work independently and flexibly is essential. Required to be empathetic, supportive and enabling; to maximise independence. To create and support opportunities to develop social and leisure interests. To support activities as part of on-going rehabilitation this includes physiotherapy (under the guidance of a treating therapist), occupational therapy, psychology and work. To support with personal administration tasks, to include budgeting and completing forms. To assess and maintain safety at all times. Promote privacy and confidentiality at all times. A full driving licence is essential.

KEY GOALS

- 1 To work in partnership with the client on an active programme of rehabilitation and support, to include a range of activities that enhance and develop independence across all aspects of life.
- 2 Attend meetings with the Case Manager, therapists, family and other professionals.
- 3 Electronic written records to be kept and emailed to Case Manager following each shift.
- 4 To accompany the client as a 'buddy' to therapeutic and social activities and to provide motivation and reduce anxiety.
5. Respect the need for confidentiality on private and personal issues.

ADDITIONAL RESPONSIBILITIES

- 1 Set up Care / Support Plan and daily record, with support from Case Manager
- 2 Check that the planned activities are being maintained, taking into consideration specific factors that may prevent this.
- 3 Work within a budget as laid down by Case Manager and the client's parents.
- 4 Be available at mutually agreeable times should your employer/ Case Manager wish to discuss anything with you.
- 5 Work within QCS guidelines, following Policy and Procedures at all times.

SKILLS REQUIRED

Essential	Desirable
Excellent interpersonal skills	Experience working with brain injured clients
Excellent communication skills	Experience working with clients in a community setting
Excellent organisational skills	

Pay Monthly: (Paid by BACS on last Friday of each month).

Petty Cash: Be responsible for any "petty cash" that may be made available to you and keep a record of any expenditure with receipts.

Contract: There will be a two-month probationary period and to be reviewed two months later.

Initially a letter of appointment will be given, which will contain your holiday entitlement, sickness arrangements, hourly rate etc.

Liaison: All carers must attend meetings with the Case Manager and therapists. These meetings will be held not more frequently than monthly.

A range of goals maybe set at each therapy meeting, and these are to be carefully maintained

by the support worker and written records to be kept.

Part of your role is to carry out any reasonable request.

Please acknowledge that you have received the Support Worker Job Description outlining the responsibilities of a Support Worker which will be discussed in more detail as part of your training.

Signed

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Date

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